

**ANNOUNCEMENT NUMBER: 11-02**

**OPEN TO:** All Interested Candidates

**POSITION:** *Security Investigator, FSN-8; FP-6\**

**OPENING DATE:** April 15, 2011

**CLOSING DATE:** April 28, 2011

**WORK HOURS:** *Full-time; 40 hours/week*

**SALARY:** *\*Ordinarily Resident (OR): FSN-8 (RUB 766,766+bonus RUB 29,952 p.a.-starting salary)*

*\*AEFM/MOH/NOR: FP-6\* (position grade to be confirmed by Washington)*

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate General in Yekaterinburg is seeking an individual for the position of Security Investigator in the Management section.

**BASIC FUNCTION OF POSITION**

The incumbent serves as a primary liaison with local enforcement and security services. Conducts security service and background investigations. Conducts consular fraud investigations. Monitors political/terroristic/crime situation and notifies PSO of potential impact on security of Consulate employees or private American citizens. Directly supervises Guard Supervisor and indirectly oversees local guard program. Assists with security for VIP visits.

(A copy of the complete position description listing all duties and responsibilities is available in the HR Office. Contact Svetlana Novitskaya, 379-3001 ext.110)

**QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. University degree required.

2. Level III (good working knowledge) English knowledge and level IV (fluent) Russian are required. (Will be tested.)
3. Three to five years of progressively responsible experience in investigating and supervisory work, such as with a military or police agency or other closely related field is required.
4. Ability to develop and maintain an extensive range of contacts outside of the Consulate is required. Must exercise initiative and resourcefulness in obtaining evidence and exercise sound judgment in evaluating evidence. Must be able to draft reports in acceptable English. Must exercise discretion in the treatment of privileged information.

## **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a security clearance.

## **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (OF-612); **or**

2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

#### **SUBMIT APPLICATION TO**

**Human Resources Office**

**Fax: 7-343-379-4515; Email: [yekaterinburghr@state.gov](mailto:yekaterinburghr@state.gov)**

*The preferred way of receiving resumes is via email.*

#### **POINT OF CONTACT**

**Svetlana Novitskaya, Phone: 379 3001 (ext. 110)**

#### **CLOSING DATE FOR THIS POSITION: April 28, 2011**

The U.S. Mission in Russian provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Vacancy Announcement approved by Marcia Dougherty (acting Management Officer)

  
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